LATHRUP VILLAGE
Downtown Development Authority

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To: Lathrup Village Downtown Development Authority

From: Tom Kennedy –Downtown Development Authority Project Coordinator

Date: November 20, 2026

RE: Scheduling of Public Act 57 Informational Meetings

Purpose

The purpose of this memorandum is to request that the DDA Board schedule its two required annual informational meetings pursuant to Michigan Public Act 57 of 2018, specifically MCL 125.4910(4).

Staff recommends scheduling one informational meeting in conjunction with the upcoming City Council Study Session and a second informational meeting in conjunction with the December 2026 DDA Regular Meeting.

Background and Statutory Requirements

Public Act 57 of 2018, the Recodified Tax Increment Financing Act, requires each authority board to conduct not fewer than two informational meetings annually. These meetings are intended to provide the public with information regarding the authority's activities, accomplishments, projects, investments, and general direction.

Under MCL 125.4910, the following requirements apply:

- **Minimum Meetings:** The DDA Board must hold at least two informational meetings annually.
- **Public Notice:** Notice of each informational meeting must be posted on the municipality's or authority's website at least 14 days before the meeting.
- **Taxing Jurisdiction Notice:** At least 14 days before each informational meeting, notice must be mailed to the governing body of each taxing jurisdiction levying taxes subject to capture by the authority. Alternatively, the authority may notify the clerk of each applicable governing body by electronic mail.
- **Meeting Format:** Informational meetings may be held in conjunction with other public meetings of the authority or municipality.

Additionally, MCL 125.4910(1)(h) requires the municipality to maintain an updated annual synopsis of DDA activities on its website. This synopsis must include, where applicable:

- A description of tax increment revenues remaining unexpended five years after receipt, including the reasons for accumulation, intended uses, and anticipated expenditure timeframe.
- For funds remaining unexpended ten years after receipt, the amount and a written explanation of why they remain unexpended.
- A list of DDA accomplishments, including progress toward development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
- A list of DDA projects and investments, including active and completed projects for the immediately preceding fiscal year.
- A list of DDA events and promotional campaigns for the immediately preceding fiscal year.

The statute also requires public access to additional authority records, including meeting minutes, the annual budget and fund balances, annual audits, applicable development and tax increment finance plans, staff contact information, and contracts.

These statutory requirements provide the foundation for the proposed informational meetings and accompanying staff presentation.

Proposed Informational Meetings

Staff recommends the following meeting schedule:

Meeting	Proposed Date / Location
First PA 57 Informational Meeting	December 7 City Council Study Session
Second PA 57 Informational Meeting	December 18 DDA Regular Meeting

Holding the informational meetings in conjunction with existing public meetings would allow the DDA to fulfill its statutory obligations while minimizing additional scheduling burdens for Board members, City staff, and the public.

Proposed Staff Presentation

Staff proposes preparing a presentation and accompanying report summarizing the DDA's activities and accomplishments over the preceding year. The presentation would include, at minimum:

- **Annual Accomplishments:** An overview of DDA initiatives, projects, investments, and progress toward established development and economic-development objectives.

- **Events and Promotional Activities:** Events conducted or participated in by the DDA, including community engagement, business district promotions, seasonal activities, and other promotional campaigns.
- **Financial Overview:** A summary of relevant DDA financial information, expenditures, investments, and available fund balances, supplemented by applicable budgetary and audit information.
- **Projects and Investments:** A summary of ongoing, completed, and anticipated projects, including commercial corridor improvements, business support initiatives, and other development activities.
- **Commercial and Economic Development Initiatives:** Updates regarding business engagement, grant programs, redevelopment efforts, and other initiatives intended to support the commercial district.
- **Volunteer and Community Participation:** A summary of volunteer hours, Board participation, and community involvement, where applicable and available.
- **Additional Statutory Information:** Any applicable information required under MCL 125.4910, including relevant information regarding accumulated tax increment revenues and progress toward development plan and tax increment finance plan objectives.

The presentation would serve both as a public-facing summary of the DDA's work and as a means of communicating the authority's goals, accomplishments, and direction to the community.

Board Action Requested

Staff respectfully requests that the DDA Board consider scheduling the two required PA 57 informational meetings as follows:

1. Schedule the first informational meeting in conjunction with the upcoming City Council Study Session.
2. Schedule the second informational meeting in conjunction with the December 2026 DDA Regular Meeting.
3. Authorize staff to prepare the informational presentation and report and coordinate the required public and taxing-jurisdiction notices.

Scheduling these meetings would allow the DDA to fulfill its annual informational meeting obligations under Public Act 57 while providing an opportunity to communicate its accomplishments, investments, and ongoing economic-development efforts to the public.

Staff recommends that the Board approve the proposed scheduling arrangement and direct staff to proceed with the necessary preparations.